

Town Mayor/Council Meeting

7:30 pm

Monday, February 5, 2018

Meeting Minutes

Call to order-- 7:37 pm

Roll Call – Mayor Muhammad; CM McLaurin; CW Brownson; CW Hines, CM Kennedy II; CM Barnes; CW Smith-Barnes participated by conferencing call, all were present and there was a quorum.

Moment of Silence

Pledge of Allegiance to the Flag of the United States of America

Approval of Agenda – Motion by CM Kennedy II; seconded by CW Hines to adopt the agenda; all were in favor; motion passed.

Approval of Minutes from January 17, 2018 – Motion by CW Brownson; seconded by CM McLaurin to adopt the minutes; all were in favor; motion passed.

Presentation-- Mr. Ivan Lanier with Greenwill Consulting Group, LLC, the Town Lobbyist, gave a brief update.

Mr. Lanier: I wanted to talk about where we are in Annapolis. Session is moving forward very quickly so I wanted to talk about legislation we are following. I'll take questions from you, and give a brief rundown. We have HB 35, sponsored by Delegate Jackson. Immediately before the hearing, he got word from "leadership" in Prince George's county to withdraw the bill. We met with Councilman Tony Knots. It's coming from the county executive, basically telling us to stand down. What we have decided to do was reform the letter. Sending that letter to the governor, to Mike Miller (Senate President), circulate the letter to Mr. Robinson, ask for face to face meeting with Senate president and governor's chief of staff to explain why we desperately need the funding of this bill. We need to have additional law enforcement technology allocated to the Town of Forest Heights. The second piece. The county put in legislation where they are trying to get speed cameras and photo enforcement all over 210. We feel that's a detriment to the Town. If you are coming out of DC where they already have cameras, then we feel it would strongly diminish the Town's revenue. What we are trying to do to that is put an amendment on the bill, where they would have to start photo enforcement after the MTA, so it doesn't interfere with the potential revenues from the Town. Thirdly, working with the chief on getting surplus cars from the county police department. We received a letter from the County chief saying *at this time* they had no surplus cars. We met Friday with county executive people. We have a meeting with the County chief Wednesday at noon where will directly ask for more help. We could tap onto their bid. We could lease at the same rate. They buy in bulk which would be a tremendous discount to us. There's probably refurbished and we should get those donated to the Town. Those are the 3 issues. Any questions?

CW Brownson: I have a question with HB 35. What can we do to help negotiate for our cause?

Mr. Lanier: Again, we will put a draft letter and send that around, but additionally (if we can get calls to 40-50 certain legislators that will make a difference) we need some citizens group or individual citizens to make calls. We can help with that, draft a script, and that makes a big difference because legislators getting calls from their constituents is the way they take notice. We want to make sure you're ok with the initial letter. After that we will see if we can get additional residents to make calls.

Town Mayor/Council Meeting
7:30 pm
Monday, February 5, 2018

Meeting Minutes

Mr. Robinson: Councilwoman I wanted to let you know I already signed a letter asking the question to sponsor the legislation from Delegate Jackson. The bill was taken off the table. We still haven't received a reason why. We've already made contact as a town for some sort of explanation.

Attorney Best: If the Town were to get an impact fee, would that diminish the money the county receives?

Mr. Lanier: We work with Garret and Allegheny counties, and MGM has to put away a certain amount in certain funding according to statute, so this doesn't take away from what the county is getting. There are certain nonprofits that receive funding, but many are not adjacent, they are out of county, or around Bowie.

Public Period—None

Department Staff Reports – (All reports will be placed on the Town website or can be picked up from the Clerk's Office).

- **Public Works Director**
- **Town Treasurer**
- **Police Department Chief**
- **Code Enforcement**
- **Town Administrator**
- **Ombudsmans**
- **Circuit Rider**

Council Reports –

- **Ward II – CW Brownson**— Goode has been doing a good job with her trash service and thanked the staff for taking care of her concerns.
- **Ward III – CW Hines**—Someone from the School Board came out and placed some dirt on the pathway to Forest Heights Elementary School; she will continue to follow.
- **Ward III – CM McLaurin**— Participated in a workshop in Government Civility, and Negotiation. Workshop was about division within government, and a growing need to work together. Some of the discussion was concerning working through effective negotiation skills and deal with municipalities who are seeking to work more effectively in their communities. Also mention was legislation coming up to consider State Highway Use Funded. CM McLaurin will advise the date and time that we are need to come out in number.

Closed Session – (9:00 pm) motion by CM Kennedy II, go into a closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction under State Government Article Section 10-508(a) #1(i) and (ii) any other personnel matter that affects one or more specific individuals and Section 10-508(a) #7 to consult with counsel to obtain legal advice on a legal matter on the closed meeting form; seconded by CW Hines; vote (7) yes; (0) no; motion carried. CW Smith-Barnes participated by conferencing call.

Town Mayor/Council Meeting
7:30 pm
Monday, February 5, 2018

Meeting Minutes

Person in Closed Session-- Mayor Muhammad; CM McLaurin; CW Brownson; CW Hines, CM Kennedy II; CM Barnes; CW Smith-Barnes participated by conferencing call; End closed session – all were in favor.

Back in session – 10:22 pm

Mayor/Council entered into agreement to allow the Town Attorney to submit the form for the Annexation; all were in favor.

Legislation –

Resolution 02-18 to approve the compensation of Chief Pablo Mitchell; motion to table.

Resolution 03-18 to authorize the Mayor/Council to approve the employment and appointment of Zavion Adams as a Police Officer; motion by CW Hines; seconded by CM Kennedy, II to adopt Res. 03-18; motion to waive the read; discussion; vote (7) yes; (0) no; motion passed.

Resolution 04-18 to authorize the Mayor/Council to approve the employment and appointment of Dominick Paige as a Police Officer; motion by CW Hines; seconded by CM Kennedy, II to adopt Res. 04-18; motion to waive the read; discussion; vote (7) yes; (0) no; motion passed.

Resolution 06-18 to authorize the Mayor/Council to approve the employment and appointment of Anthony Reese as a Staff Sergeant; motion by CW Hines; seconded by CM Kennedy, II to adopt Res. 06-18; motion to waive the read; discussion; vote (7) yes; (0) no; motion passed.

New Business – None

Adjournment – 10:33 pm

Sherletta Hawkins
Submitted by Town Clerk

TOWN COUNCIL WORKSHOP MEETING

Monday, February 5, 2018
7:30 pm
Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United State of American
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (January 17, 2018)
- VII. Brief Presentation from Town Lobbyist Mr. Ivan Lanier with Greenwill Consulting Group
- VIII. Public Period (limit 2 minutes)
- IX. Report from Staff
 - a. Treasurer
 - b. Public Works Director
 - c. Police Chief
 - d. Code Enforcement
 - e. Ombudsman
 - f. Circuit Rider
 - g. Town Administrator
- X. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
 - d. Mayor
- XI. Old Business
- XII. New Business
- XIII. Legislation
- XIV. Closed Session
- XV. Adjournment

Treasurer's Report

**Town of Forest Heights
Treasurer's Report
February 5, 2018**

- Updated -

	Bank Acct Balance	Quickbook Balance	Quickbook Balance
	<u>02/02/18</u>	<u>01/31/18</u>	<u>1/31/17</u>
TD Bank General Fund	829,205.33	789,002.69	733,066.57
TD Bank Rainy Day Fund	151,010.74	151,010.74	150,417.67
TD Bank Speed Camera	2,006,295.66	1,987,747.41	1,737,182.50
TD Bank Municipal Money Market	213,364.59	213,364.59	212,569.59
	<u>3,199,876.32</u>	<u>3,141,125.43</u>	<u>2,833,236.33</u>

General Fund Highlights:

1. Real Estate Tax distribution received - \$390,554.71
2. Income Tax distribution received - \$4,375.07
3. PG Co. Disposable Waste Rebate received - \$1,999.00
4. PG Co. - Rolph Drive Municipal Stormwater Agreement disbursement received - \$208,409.00
5. Comcast Franchise Fee received - \$3,964.92
6. WSSC Refund of MODOC Permit fees received - \$4,071.00

Public Work's Report

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

February 1, 2018

Town Appearance:

- Maintain and up keep of Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of Tot Lot
- In process of collecting falling leaves
- Renewed contract for snow removal (2017-2018)
- Clean area at dead end on Arapahoe Terr. and Quade St. (CM Kennedy)

Town Infrastructure:

- PW in process of patching potholes (continuation),
- Water Main break reon Rolph Dr., Modoc La., Onadaga Dr.,
- Water meter leak repair on Cree Dr.
- Cutting/ removing branches on Cree Dr.
- Monitoring Rolph Dr. project:
 - 160 ft. of retaining wall installed
 - forming the 143 ft of back curb should start 2/2
 - pouring the pervious concrete sidewalk underway 2/1(completed)
 - two HC ramps to be poured by end of wk. 2/5
 - all five Tree boxes installed
 - all curb and gutter have been poured on odd numbered side
 - ramps for driveways are in process of being prepped and poured (completed)
 - walk thru w/ Jenni AD Marble 1/29/18
 - walk thru scheduled for wk of 2/5 (punch list)
 - Landscaping will take place sometime in early Spring
- Having almost reached completion; Prince George's County has awarded the remaining portion of the Rolph Drive Municipal Stormwater Agreement, \$208,409.00.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- Moving forward with Safe Routes & N. Huron, with Pennoni P.E.
 - plans @ 95%
 - Pennoni waiting on permit to proceed from County
 - Talked with Mr Abdulah about Peer Review
 - received list of Peer reviewers vetted by DPIE
 - received Four Peer Review proposals, given to go before the council for approval
 - Letter drafted seeking a one year extension on grant money

Building Infrastructure:

606 Modoc:

- conference call with Kayrn Riley WSSC , Monique concerning plumber's permit/ (approved)
 - Bid awarded to sub-contractors for Surveillance camera, Security System (locks), Data Line, Telephone has started working
 - plans approved by WSSC
 - conference call with Town Treasurer
 - received ,.
 - ADT installed wiring for Burglary system
 - Meet Brian for 606 roof inspection for solar panels 1/4/18
 - Generac delivered to parking lot rear of 5508
 - concrete floors poured in garage and PW area
 - outside side area debris picked up and back filled in front of garage
 - iNET three phase approval complete
 - iNet network design mtg. TOHF @ 10:00 am
 - iNet walk thru insp. 606
 - received \$4,071.00 fixture refund (Kevin Best)
-
- Renewed POD for 606 to house donated furniture during construction (on going)
 - Tempary safety fence around house at 606 Modoc La. (on going)
 - Resolution for a maintenance agreement with Ciminelli (approved) waiting for service date

Code Enforcement's Report

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

Equipment Maintenance:

- Clean PW vehicles
- Fitting Chevy Silverado with electrical connections for trailers
- Leaf Vac in for maintenance repair (complete)
- Preparations for getting hard tags for new trailer

Other Areas:

- Answering Resident Communication
 - sidewalk repair
 - pothole need repairing
 - tree in R-O-W residents wants to cut down
 - work being done on Rolph Dr. (numerous)
 - Water leak on Arapahoe Dr (Hydrant) – after inspection, water is ground water per WSSC and resident sump pump
 - ground water leak in front of 5917 and 5915 Shoshone Dr
- Received 1,000 gal. of Salt Brine
- Pretreat streets for snow events
- Call PG Animal Control to remove dead deer from yard @ 111 Rolph Dr.
- PW assist TOFH police with clean up on Livingston Rd. (car collision)
- PW assist TOFH police with clean up on SB MD-210 (gravel spill)

Building Permit

	Date	Address	Issuance Type	Fee
1*	1/12/2018	114 Onondaga	Roofing Renovation	* \$50
2	1/30/2018	203 North Huron Dr	/Repair	\$79
TOTAL				\$129

*****Property Processed Before Use Of New Building Permit Application

CITATIONS

	DATE	Address	Issuance Type	Fee
1	1/8/2018	14 Cree Dr	No Tags	\$150
2	1/8/2018	212 Seneca Dr	Inoperable Veh	\$75
3	1/9/2018	5813 Spokane Dr	No Tags	\$75
4	1/9/2018	5611 Shawnee Dr	No Tags	\$75
5	1/9/2018	5813 Choctaw Dr	No Tags	\$75
6	1/10/2018	121 Cree Dr	Snow Removal	\$100
7	1/20/2018	141 North Huron Dr	Debris	\$200
8	1/23/2018	209 Mohican Dr	Parked on Grass	\$200
9	1/23/2018	5913 Sumner Ln	Parked on Grass	\$200
10	1/23/2018	5913 Sumner Ln	Parked on Grass	\$200

11	1/23/2018	5913 Sumner Ln	Parked on Grass	\$200
12	1/25/2018	127 Onondaga Dr	No Tags	\$75
13	1/25/2018	5617 Woodland Dr	No Tags	\$75
14	1/25/2018	5605 Woodland Dr	No Tags	\$75
15	1/25/2018	119 Seneca Dr	No Tags	\$75
16	1/25/2018	5901 Black Hawk	No Tags	\$75
17	1/25/2018	129 Rolph Dr	No Tags	\$75
18	1/27/2018	113 Rolph Dr	No Tags	\$75
19	1/27/2018	106 Rolph Dr.	No Tags	\$75
20	1/27/2018	205 Seneca Dr	No Tags	\$75
21	1/27/2018	111 Seneca Dr	Parked on Grass	\$200
22	1/27/2018	118 Seneca Dr	Parked on Grass	\$200
23	1/27/2018	204 Seneca Dr	No Tags	\$75
24	1/31/2018	203 Seneca Dr	No Tags	\$75
25	1/31/2018	203 Seneca Dr	No Tags	\$75
26	1/31/2018	203 Seneca Dr	No Tags	\$75
27	1/31/2018	203 Seneca Dr	Parked On Grass	\$200

TOTAL \$3,125

*****All Citations Written From 1/8/2018-1/31/2018

RENTAL PERMITS

DATE	Address	Issuance Type	Fee
------	---------	---------------	-----

Rental Permit Application

Date		Address	Issuance Type	Fee
1	7/17/2017	5612 Arapahoe Dr		\$75
2				
3				
4				
5				
		TOTALS:		\$ 75
		Building Permit	1	

*72 hour warning = 20

Ombudsman

TOWN OF FOREST
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

JANUARAY

Ombudsman Report

Anthony Rease

CITATION NUMBER	DISPOSITON
295051	Late Fee Removed
225031	Late Fee Removed
225261	Late Fee Removed
343321	Late Fee Removal Denied
148941	Late Fee Removed
361941	Late Fee Removed
256081	Late Fee Removed
225261	Late Fee Removed
36390	Late Fee Removed
174451	Late Fee Removed
366661	Late Fee Removed
361941	Late Fee Removed
366561	Late Fee Removed
362291	Late Fee Removed
28361	PENDING INVESTIGATION
27621	PENDING INVESTIGATION
34131	PENDING INVESTIGATION
23511	PENDING INVESTIGATION
31561	PENDING INVESTIGATION

Series of late fees derive from a mailing error from Gatso. Violators never received the first citation. Violators only received the delinquent notice. This error has been corrected. I have investigated each citation. These citations should have been sent the first part of December. The one late fee removal was denied because the violator failed to change registration address when they moved.

Chief's Report

Subject: FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT AND CALLS
FOR SERVICE FOR JANUARY 2018 AS OF 24 JANUARY 2018

FOREST HEIGHTS JANUARY 2018 MONTHLY STATS :

MILES PATROLLED : 1735

CALLS FOR SERVICE : 17

REPORTS WRITTEN : 8

ARRESTS : 2

CITATIONS WRITTEN : 0

FINES AND FEES: \$ 2220.00

FOREST HEIGHTS JANUARY 2018 CALLS FOR SERVICE :

ASSIST OTHER UNIT (TRAFFIC) 1

ASSIST OUTSIDE AGENCY 2

B & E (RESIDENTIAL) 3

BURGLAR ALARM (RESIDENTIAL) 1

CHECK ON THE WELFARE 2

CUSTODY DISPUTE 1

DISORDERLY SUBJECT(S) 3

DOMESTIC DISPUTE 1

SUSPICIOUS VEHICLE 1

THEFT (FROM AUTO) 1

TRAFFIC COMPLAINT 1

Total Calls Handled: 17

FOREST HEIGHTS POLICE DEPARTMENT JANUARY 2018

State Citations Warning : 0

Notices Safety Equipment Repair Orders : 0

Parking Citations : 0

Total Moving Violations: 0

0 Total Parking Citations: 0 Total Citations Issued: 0

Town Administrator's Report

TOWN ADMINISTRATOR REPORT

Priorities Identified by Town Grants Management Committee for Pursuit of Future Grant Funding

- 1 - Infrastructure
- 2 - Street Improvements
- 3 - Acquisition of Vacant/Underutilized Commercial properties
- 4 - Town Hall renovation/exterior plan
- 5 - Signage/Branding/Marketing/Street furniture (trash cans, benches etc.)
- 6 - ~~Annexation~~
- 7 - Parks/Open Space
- 8 - Acquisition/Renovation of vacant homes to sell
- 9 - Police/Safety Equipment/Vehicles
- 10 - Code Enforcement

Note: not in ranked order
(January 2018)